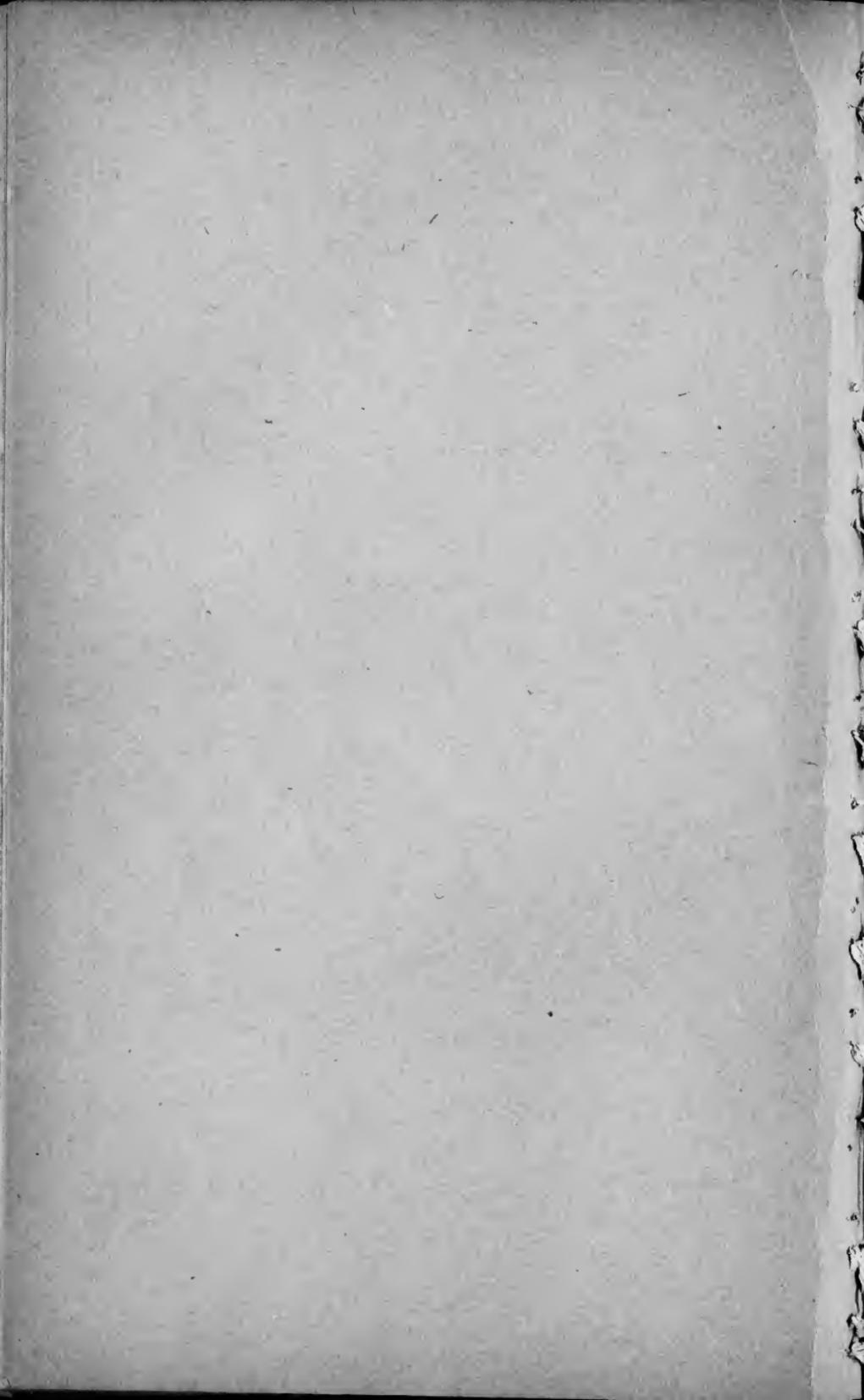


**ANNUAL REPORTS OF  
BOARD OF TRUSTEES AND  
LIBRARIAN OF THE PUBLIC  
LIBRARY OF THE DISTRICT  
OF COLUMBIA - - - - 1928**

**PUBLIC LIBRARY**

**DEC 1 1928**

**WASHINGTON**



THIRTY-FIRST ANNUAL REPORT OF THE  
BOARD OF TRUSTEES  
AND  
THIRTIETH ANNUAL REPORT OF THE  
LIBRARIAN OF THE PUBLIC LIBRARY  
OF THE DISTRICT OF COLUMBIA

FOR THE FISCAL YEAR  
ENDED JUNE 30

1928



UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON

1928

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<sup>1</sup> The president is ex officio a member of all committees.

# REPORT OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY

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WASHINGTON, September 27, 1928.

## The COMMISSIONERS OF THE DISTRICT OF COLUMBIA:

The trustees present herewith the report of the Public Library for the fiscal year 1928. It consists, as in former years, of the detailed administrative report of the librarian with comments upon what, in the judgment of the trustees, seem important steps in the progress attained during the year and essential factors for the appropriate development of the library system.

## THE YEAR'S PROGRESS

Both the circulating and the reference functions of the library service have grown and improved in the last year. The home circulation of books has increased from 1,407,499 volumes to 1,578,422 volumes, the registration of borrowers from 68,777 to 73,692, and the reference and advisory services have developed in both quality and quantity. In the subjects of history, biography, sociology and pedagogy, Washingtoniana, technology, illustration, and children's literature the library now has competent advisers as well as trained assistants for the more general fields. The newly opened Washingtoniana division is finding an immediate and enthusiastic clientele.

## EXTENSION PROGRAM MARKS TIME

The branch program has made a little progress during the past year in better quarters for the subbranches at Tenleytown and Chevy Chase, in the opening of the subbranch at the Eastern High School, and in the 1929 appropriation for a subbranch for the Conduit Road section. The increase in home circulation and the satisfaction manifested by these communities furnish a convincing demonstration of the validity of the branch idea and stimulate the trustees in the endeavor to provide all sections of Washington with easily accessible library facilities. The development of the library system is, however, much too slow. It is earnestly hoped that the commissioners will consider it appropriate to press the 5-year building and extension program at the coming session of Congress. To that end, at a recent board meeting, the trustees passed a resolution that they again "urgently request the Commissioners of the District of Columbia to take up and go forward with the legislation for the 5-year extension program for the Public Library and that in furtherance of that end the library trustees offer their full cooperation."

The trustees appreciate the interest in the development of an adequate public-library system in Washington on the part of the District Commissioners, the painstaking and informed attitude of the

Budget Bureau officials, and the courtesy of members of the Appropriations Committees of Congress in visiting the central and branch libraries and familiarizing themselves with the work of the institution and their sympathetic response to its needs. The trustees also value the study made at the request of the librarian by the Bureau of Efficiency of the use made in the library of labor-saving devices and other short cuts in the handling of its large amount of routine work.

#### CLASSIFICATION LEGISLATION RESULTS

The library trustees desire to record their satisfaction with the results of the classification legislation, including the original act of 1923 and the recent Welch amendatory act. As administered by the Personnel Classification Board, the operation of the law, by affording better and more adequate salaries, has made it possible to recruit and retain a staff of high competence. During the four years since the law has been in operation the Personnel Classification Board has granted reallocations to higher grades of several of the more responsible positions in the library. The trustees take special satisfaction in the fact that their appeal for the reallocation of the position of the chief librarian, in which they had the support of the District Commissioners, was granted during the last fiscal year by the Personnel Classification Board. At the beginning of the current fiscal year the library trustees availed themselves of a decision of the Comptroller General, dated June 2, 1928, expounding the applications of the Welch Act amending the classification act of 1923 and placed the position of chief librarian in grade 8 of the professional and scientific service. By this means the library trustees have at last been able to secure for the librarian a salary in keeping with the duties and responsibilities of the position and on a parity with similar positions elsewhere.

#### A PLEA TO GO FORWARD

The library trustees believe that the Public Library is now on a sound basis in law and fact. It serves well the part of the community who are able to use the resources of the central library, three branches, and three subbranches. But these agencies can conveniently serve only about one-third of the District's population. The great need now is to be able to make full library resources and service effectively available to the other two-thirds of the population. To that end the library trustees, representing the library interests and needs of the community, urgently request the aid of the District Commissioners, the Budget Bureau, and Congress.

Respectfully submitted.

THEODORE W. NOYES,  
*President, Library Trustees.*

## REPORT OF THE LIBRARIAN

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WASHINGTON, August 6, 1928.

LADIES AND GENTLEMEN: I have the honor to submit herewith my report on the work of the Public Library for the fiscal year ended June 30, 1928.

This report follows the plan of earlier years in consisting of summaries of reports to me of chiefs of divisions of the library service and of branch librarians and of my own comments on matters of general library administration.

The chief statistical facts concerning the library services and its finances will be found summarized in accordance with American Library Association form on pages 17 and 18.

The comparative table of municipal library expenditures, book circulations, and branch-library provision in American cities above 200,000 population as compared with Washington, which formerly had a regular place in these reports, was omitted last year and is omitted again this year. Such tables are now prepared at the headquarters office of the American Library Association. The statistics for 1926-27 will be found in the Library Journal 53, pages 498-499 (June 1, 1928).

The treasurer's report, covering the funds under the supervision of the library trustees, as well as a statement of the moneys collected by the library and turned over to the collector of taxes for deposit in the United States Treasury, will be found on pages 18 to 20.

### THE PROGRESS OF THE YEAR

Certain events of the past year that mark library progress, some of which will have further treatment elsewhere in this report, include the following:

1. Although the building of major branches is temporarily at a standstill, progress is shown in the establishment and development of subbranches: (1) Eastern High School subbranch made a fine record of service, well justifying the plan of providing public-library service in school buildings. (2) Chevy Chase subbranch likewise amply justified its removal to fine new rented quarters in a store building. (3) Tenley subbranch has excellent prospects for service by reason of its new housing in the abandoned fourteenth precinct police station building, transferred to the library by the District Commissioners. Alterations and further equipment are going forward. (4) Conduit Road school subbranch will occupy the old frame schoolhouse as soon as it is released by the Board of Education; funds for staff, books, and equipment have been provided in the current appropriation act.

2. The opening late in the year of the Washingtoniana division for the better display of the library's unique collection of District of Columbia material realizes a hope of many years.

3. Increases in appropriations for the coming year not only to open the Conduit Road subbranch but also to strengthen the existing organization, particularly at branches and subbranches, and for more advisory work for readers.

4. The passage of the Welch Act amending the salary rates contained in the compensation schedules of the classification act of 1923, by which the salary rates of all grades of the library service were increased. Combined with the increased salaries incident to this law, the appropriation act for the coming year carried \$10,125 for the payment of increments or step-ups within grades to carry out (in part) the intent of the efficiency rating law. In making this allotment of funds to the Public Library for step-ups the District of Columbia Subcommittee of the House Committee on Appropriations said: "The salary rates of the employees in the public-library service have been noticeably low, and it is hoped that, with this amount and a similar amount for the year 1930 in conjunction with the salary-increase program that the committee has adopted, the salaries of the employees here will be brought to a parity with employees in the other divisions of the District government." Such recognition is most gratifying.

#### REGISTRATION AND USE

The library circulated from all agencies into Washington homes and offices 1,578,422 volumes and 148,352 mounted pictures, or 1,726,774 pieces, as compared with a total of 1,541,096 pieces in the previous year, consisting of 1,407,499 volumes and 133,579 mounted pictures. The book circulation increased 12 per cent and the picture circulation increased 11 per cent as compared with the previous year.

The registration figures show that 24,638 applicants for the privilege of borrowing books were registered during the year and that 73,692 readers' cards were outstanding. Special-privilege cards were issued to 486 teachers, with a total of 1,414 such cards in force; 231 strangers registered by making deposits of \$5 each. The residents of adjacent counties of Maryland and Virginia, not otherwise entitled to library privileges, who availed themselves of the right under the amended library law of registering by the payment of an annual fee of \$3, numbered 22. The registration figures take no account of the large number of children in public, private, and parochial schools who secure public-library books from the school collections without formal registration.

No really significant figures are available, since there is no practicable method of recording such work of the reference and advisory services of the library which are made use of by readers. Such work is large and is increasing in extent, diversity, and quality.

#### ADVISORY SERVICE

The organized advisory service stimulated the demands of adults for practical and constructive material to solve their problems or

with which to continue their education more systematically. Courses of reading and study, varying in length and subject, were mapped out to meet individual needs. Personal contacts and specially prepared lists were effective in arousing the enthusiasm of readers to improve their education through a higher quality of reading. Helpful outlines in history, assistance in note taking and material for theses were furnished to high-school and college students by the history adviser. Parents studying the problems of their children, teachers doing research work, members of parent-teacher associations, social agencies, child-welfare councils, etc., consulted the adviser in pedagogy and sociology. Committee meetings were held in the teachers' room and collections of books were sent to agencies for group work. Short talks were given at the monthly meetings of the District Federation of Parent-Teacher Associations and the Council of Social Agencies. Articles were published in the national and local parent-teacher magazines.

Universities throughout the country furnished the names and Washington addresses of students taking their correspondence courses. Letters were mailed to 288 such students inviting them to make use of library facilities. The responses were encouraging, and personal assistance was given to students following courses in history, philosophy, psychology, English, French, and secretarial work. Chicago, Columbia, and Wisconsin Universities and Pennsylvania State College also sent to the library for distribution printed matter descriptive of their courses.

Public book reviews were given bimonthly from February to May as an experiment. The attendance and enthusiasm displayed warrant their continuance. At the seven meetings members of the staff and invited speakers reviewed a total of 65 books. Among the outside speakers were: Mr. Frederick W. Ashley, Chief Assistant Librarian of the Library of Congress, Mrs. George F. Bowerman, Mrs. Frederic E. Farrington, dramatic critic, and Dr. William A. White, noted psychiatrist. (From the report of Grace B. Finney, chief, circulation department.)

#### BRANCH LIBRARY SERVICE

*Takoma Park.*—The seventeenth annual report records an increase of nearly 10,000 in a circulation of 72,653 volumes, 39 per cent of which were children's books. The collection contains 10,293 volumes, or 3 books to each of the 3,336 cardholders. Each borrower has taken out an average of 21.47 books. Organizations at 64 meetings included on their programs eminent specialists and the varied subjects represented many phases of community interest. The seven beautiful flower shows of the Horticultural Club were enjoyed by 2,791 persons. A larger book fund and an additional member of the staff should result in better service the coming year. More advisory work will be possible. (From the report of Rebecca P. Warner, branch librarian.)

*Southeastern.*—During the school year throughout the late afternoons and evenings, passing down or up Pennsylvania Avenue, walking through Seventh Street, D Street, or South Carolina Avenue, all in the neighborhood of the Southeastern Branch, one is sure to meet grown-ups and children laden with books and on their way

either to or from the library. Listening in the branch to the requests of adults and children, many eagerly seeking some required reading or a book to fill the hours of leisure, the observer frequently says, "What did the southeast do before this library was here?" The individual often expresses his or her satisfaction. One borrower has said it in money by contributing \$5 to the branch for two consecutive years to be used for anything most wanted. Through a social worker it was learned that the principal of the near-by junior-high school notices a decrease in delinquency since the establishment of the branch. In circulation the branch has gained 20,530 over 1927 and 40,224 over 1926. The total circulation for 1928 is 177,783 volumes. A registration of 9,268, 4,139 adults and 5,129 juveniles, shows the sustained growth of library users. Classes from the junior-high school came during the year for instruction in the use of the library. The branch exhibited at the Southeast Community Center carnival in November. The grounds have been reseeded and a hedge planted. (From the report of Frances S. Osborne, branch librarian.)

*Mount Pleasant.*—The end of the third year since the opening of the branch finds the careful planning of the organizers bearing fruit in healthy growth and in increased usefulness to the community. The circulation for the year was 289,610, of which 176,731 was adult and 112,879 was juvenile. This was an increase of 32,805 over 1927 figures and 100,000 over those of 1926. Working with a reduced book fund, attempt was made to purchase books to aid definite groups of the community, and accordingly a fair proportion of available funds was spent for the high-school collateral reading and for certain teaching and study groups. The reader's adviser distributed over 1,100 reading lists, many of which involved research work on her part, and some of which were coordinated with book talks to the groups concerned. The girls' and boys' room has completed its first year of operation on a full-time schedule and with an increased staff and has made its place in the community. An increase in use of its facilities by special classes, the establishment of an older girls' and boys' room, and an unusually successful book exhibition were among the features of the year. The library grounds have been improved and embellished. (From the report of Ralph L. Thompson, branch librarian.)

#### SERVICE THROUGH SUBBRANCHES

*Chevy Chase and Tenley subbranches.*—Improvements in facilities for service were the outstanding events of the year at these subbranches. Both moved from crowded spaces in public-school buildings to larger quarters—Chevy Chase into excellent rented quarters the equivalent of two large retail stores, and Tenley into the vacated police station of the fourteenth precinct. Enlarged rooms and one new assistant made it possible to care for the increased circulation. Chevy Chase, with a yearly circulation of 34,491 volumes, had a gain of 68 per cent; Tenley, with a circulation of 14,306 volumes, increased 39 per cent. The Chevy Chase Citizens' Association and Woman's Club and the Home and School Association of the E. V. Brown School cooperated through a gift of \$75 for the purchase of books and

by the deposit of loan collections. The donation of a beautiful flag by the Reno Council of the Junior Order of American Mechanics to the Tenley subbranch was also much appreciated. Increased hours of service, larger book collections, and a more adequate staff are pressing needs if these subbranches are to give adequate service to adults and children. (From the report of Ada C. Cotton, branch librarian of the two subbranches.)

*Eastern High School subbranch.*—Opened October 1, 1927, in a good room on the ground floor of the Eastern High School, the subbranch has had a very busy year. The circulation for the 9 months amounted to 32,228 volumes, with a registration of 973. The collection consists of 1,417 juvenile and 1,181 adult books. These have received very hard usage and should be supplemented by many new books. Popular fiction and books for little children are greatly needed. Most of the patrons are high-school students and children. Owing to the location of the library in a school building, it has been difficult to make adults realize that the library is also for their use. There is great opportunity for reference work, and with the new reference books purchased for next year much better assistance can be given. The teachers in the school are delighted with the library and the opportunity it affords them in borrowing from the main library any books they may desire. (From the report of Margaret L. Shipley, branch librarian, and of her successor, Florence K. Engberg.)

#### EXTENSION DIVISION

A change of administration is often a handicap. In spite of the momentum lost in the period of adjustment, this has been a successful year. The gain of 7,582 in circulation, with a total of 69,686, shows some of the progress. But the feeling of cooperation which is manifest on the part of those who help in the stations, and the appreciation which they have for service, though intangible, are more convincing.

Although the schools are constantly increasing their own libraries, and in spite of the fact that a new branch of the Public Library opened in Eastern High School in the fall, there was an increase both in circulation and in the number of books sent to the high schools.

There are eight stations: Air Service, Americanization School, Episcopal Home for the Aged, Lansburgh's department store, Neighborhood House, Noel House, War Department, and Woodward & Lothrop's department store. A few books were sent to the Episcopal Home at the request of Miss Mabel Towner, who offered to go once every two weeks to distribute them. It is an appreciated service. It has been possible to have personal supervision of the work at the settlement stations. The 4,947 increase in these two places indicates the need for more such effort.

The crowning experiment of the year was a book wagon to take books to Stanton School. When the Parent-Teacher Association asked to have books there for the summer, a book wagon was skillfully made from an old library truck and the library started. It was instantly successful. There are great possibilities ahead for such service. (From the report of Blanche A. Smith, supervisor, extension division.)

## REFERENCE DEPARTMENT

*General and central reference room.*—The reference service in the reference room of the main library and in the branches has been general in character, with questions coming from students, teachers, professional and business men, and others for information on a wide variety of subjects. The number of questions recorded in the central reference room was 9,235, including 1,105 telephone calls, which have increased. Government departments frequently telephone for information, such as, "Was the moon shining at 1 a. m. on the night of January 30, 1921?" or "What general said 'One more such victory and the British Army in America is lost'?" A list of persons who have done distinctive work after 74 was made for a member of Congress. Many requests are made, often by telephone, for the correct use, spelling, or pronunciation of words. Nine short annotated reading lists were made for distribution at the Community Institute lectures, a list of books suggested for a home library was issued and has been widely used, and a revised list of Guides to Information printed.

*Washingtoniana division.*—The outstanding event of the year was the opening of the Washingtoniana division on April 16 in a specially equipped room in the second floor lobby, in charge of a specialist in Washington history. This valuable collection of local history, which the library has been building up since 1905, includes 2,674 books, pamphlets, and clippings in vertical files, pictures of old Washington, 174 maps and 27 books of mounted newspaper clippings on various subjects. During the opening weeks a special exhibit was made of valuable maps and old prints. Members of the National Capital Park and Planning Commission visited the room on May 18. A record was kept of 741 questions looked up during the year, including 387 since April 16. The use of the collection in the new quarters shows that the opening of the separate division was well justified. Questions are asked by authors, newspaper men, students, and others; for example, facts in the life of Nicholas King, first surveyor of Washington; business houses in the District of Columbia, 1800-1812; a picture of Doctor Wu, when he was a boy in Washington, for reproduction in the *Evening Star*.

*The industrial division* has just closed one of its most successful years. The circulation was 39,750, an increase of 10.5 per cent over last year. The reference work has increased and is becoming more highly specialized. The following questions are typical: Specifications for rock excavation for highways and a definition of vitrified brick; the name and address of a new fruit-exporting company to be established in Jamaica. This division, with help from the editorial assistant and other members of the staff, arranged exhibits at the Better Homes Exposition and the Chamber of Commerce Industrial Exposition, where booths were kept open with assistants in attendance during evenings for one week each. A new folder describing the work and resources of the division has been distributed widely and short reading lists have been made on management, aviation, cookery, gardening, and home building. An adjoining room has been equipped as a staff office, thus releasing much needed space in the industrial division and increasing the efficiency of the staff.

(From the report of Emma Hance, director of reference work; including reports of Katherine K. Patten, curator of Washingtoniana, and Ruth H. Todd, chief, industrial division.)

### CHILDREN'S DEPARTMENT

"I didn't know I could get such help free anywhere in the world," said a grandmother in the illustrators' room, after being shown books to buy for her grandchildren.

A junior-high-school girl on her first visit to the library exclaimed, "I never read anything but series books before, but I certainly do like this one."

The day after his class visited the central children's room a boy went up to his teacher and said, "I had the best time yesterday at the library I ever had in my life."

Said a mother, "When I get books for my boys I seem to be in a rut and get the same type of books. When the children's librarians help me they always suggest something different and interesting."

The circulation of 821,199 volumes to the children of Washington has back of it such advisory assistance to parents and children, careful book selection and reference work. The gain shown for the year was 124,054 volumes or 15 per cent. These books were distributed through seven children's rooms and the schools division. An illustrated pamphlet showing the services the department renders to the community is now available at the library.

When it is remembered that these figures represent popular and safe recreation, mental stimulation, and character development, the inability to reach the children of all District taxpayers is to be deplored. The library is under pressure from small communities and from parents throughout the District for service. The department has constant testimony from fathers, mothers, and teachers as to the benefits the girls and boys receive from the use of library books.

Outstanding among the lists of the year are three annotated lists for junior-high-school reading made by the library and the Langley Junior High School in cooperation, and a list called "A Child's Heritage," some important books for girls and boys under 12 years, which will answer questions frequently asked in the children's rooms.

Three subbranches were opened during the year, Chevy Chase, Tenley, and Eastern High School. These three circulated 41,970 juvenile books. (From the report of Louise P. Latimer, director, work with children.)

### SCHOOLS DIVISION

"What machinery could you use to instruct the whole American people in literature?" wrote Walter Hines Page to a friend, a professor of literature at the University of Virginia. And after some discussion as to how it might be furthered Mr. Page said, "The difficulty is in the distribution."

By means of the "machinery" of the schools division which is based on book knowledge and careful book selection and the cooperation of the teachers of Washington, 357,680 volumes were read by pupils in 753 classrooms in 165 school buildings. This is a gain over

the previous year of 17,517 volumes, 74 classrooms, and 8 school buildings.

Something of what these books mean to the teachers and children was expressed by a principal and a little third-grade pupil. The principal said, "The new teachers have no conception of what we old teachers went through before the library sent books to the schools." The little girl wrote:

"We thank you for the library books they are just lovely. I am sorry we have too send them in. I like the Japanese twins best of all cause it is a very good book. My aunt is to read it too cause it is such a good book. Every time my teacher changes library I hate to have to give it up. When it is cold I get my library book and make a good seat of pilose. Yours truly Esther M—— loves truly don't forget". (From the report of Charlotte H. Clark, supervisor, work with schools.)

#### THE FINE ARTS AND EXHIBITIONS

The enlarged scope of the activities of the art division, was indicated by growth and increased service and was shown by a circulation of 148,352 pictures and 7,367 art books, and a reference use of 8,767 pictures. Of the 5,550 picture orders filled, 976 were for advertising purposes. Lengthened hours enabled many persons to consult the collection during evenings. Many new contacts were made with groups and individuals attracted to the room through the art books. The book collection was enriched by new titles to meet the demand of artists, students, and instructors. Public-school teachers continued to form the largest group, using pictures to supplement other lesson helps. Art schools were represented by teachers and students who often exhausted the fine and decorative arts subjects. Modern art books and pictures on period design, color, decoration, and related subjects were in active circulation for practical use in everyday means of livelihood. Music teachers utilized pictures for interpretative lessons. Americanization schools conveyed through pictures historical facts in history classes to foreigners unable to speak and understand English. The department of visual education of the public schools selected a large number of pictures from which hand-colored lantern slides were made to form a permanent collection for use in picture machines.

Exhibits were held at the Arts Club, in the National Press Club Building, and at industrial and Sunday-school conventions. (From the report of Dorothy H. Stokes, in charge of the art division.)

#### ACCESSIONS—PURCHASES AND GIFTS

The sum of \$32,685.83 was expended for the purchase of 23,912 books, which were acquired at an average cost of \$1.36 per volume. There were also accessioned 306 bound serials, 955 volumes received by transfer from the Copyright Office, and 2,356 gifts. Withdrawals numbered 14,792 volumes. The library's collection now consists of 320,208 bound volumes, in addition to thousands of uncatalogued pamphlets and clippings. The purchasing power of the library's inadequate book fund was enlarged by obtaining several hundred books at reduced prices from second-hand dealers. Among the gifts were 444 volumes from Mrs. Henry E. Davis, 320 works of fiction

from the Library of Congress, and 920 volumes from the Evening Star.

Subscriptions were placed for 1,162 copies of 581 periodicals at a cost of \$2,511.33. (From the report of W. Taylor Purdum, chief, order and accessions division.)

#### CATALOGUE DEPARTMENT

There were 26,660 volumes classified and catalogued; 4,866 were new titles and analytical entries made for books of composite authorship or treating of a variety of topics; 22,810 were replacements, duplicates, and added periodicals, annuals, and incomplete sets.

A large number of volumes in the new Washingtoniana division contain information which it would be difficult or impossible to find elsewhere. This makes necessary a systematic analysis of all books containing articles of local interest which have not been issued as separate publications. Many analyticals have already been made and the work will be continued during the coming year.

The new fiscal year will mark the inauguration of an extensive system of cooperative branch work, made possible by the addition of one extra cataloguer. This assistant will be in charge of all branch shelf listing and cataloguing and will make weekly trips to the major branches. (From the report of Julia H. Laskey, chief, catalogue department.)

#### BOOKBINDING

There were 11,774 volumes rebound, 1,229 volumes recased, and 24,145 volumes handled, representing various types of output. This work was the product of the library bindery, with the exception of 6,974 volumes bound by outside contract.

During the year there has been a complete turnover of the books held for rebinding, for all divisions of the main library and branches.

The vogue for color has caught the attention of the library world in the use of bright-colored fabrics for binding books. A series of psychological tests has proved that a reader who does not require some specific work will almost invariably select a volume with an especially attractive cover. Several prominent manufacturers of book-binding materials have been active in creating cloths in colors and designs to meet this demand and these new materials have been placed on the market in the past six months. (From the report of Elizabeth P. Gray, curator of collection and supervisor of binding.)

#### EDITORIAL AND PUBLICITY WORK

The publicity service was directed as far as possible toward bringing library activities and resources to the notice of Washington citizens.

Descriptions of the new Washingtoniana division, book news of timely interest, announcements of the opening of new branches, a feature article on the illustrators' room in the boys' and girls' department, and certain regular notices were sent to newspapers. Articles were also sent to the Trades Unionist, This Week in Washington, and the Library Journal.

Ten numbers of the bulletin, Your Library, each containing an illustration from some new book and featuring a department or

special service, were published. Exhibits of books and posters giving library information were placed in store windows and more elaborate ones held in connection with the Better Homes and the Industrial Expositions. A collection of art books and Medici prints was exhibited at the Arts Club. Other activities in publicity included book talks to parent-teacher associations and a high-school assembly, and the issuing of certain leaflets and folders advertising the resources of the various departments and branches. (From the report of Isabelle B. Hurlbutt, editorial assistant.)

#### ADULT EDUCATION AND THE LIBRARY

Increasing emphasis is everywhere being placed on the idea that education is not something to be limited to schools and to childhood, but that it is a lifelong process. Educational leaders, altogether outside of the library field, are recognizing that the public library may be one of the largest factors in this movement, still largely undeveloped. Librarians welcome this idea as one long accepted in their own profession. This library is participating as fully as possible in the movement locally.

Another part of this report contains a statement concerning the advisory service. To make it most effective the so-called divisional plan of library service is being developed so far as the limitations of the central building will permit. This involves the appointment and training of specialists in the various fields of knowledge to furnish readers with informed book knowledge. At the recent annual conference of the American Library Association, Mr. Charles H. Compton, of the St. Louis Public Library, in his Outlook for Adult Education in the Library, stressed the question of personnel and the necessity of staffs equipped with adequate book knowledge and mentioned this library as one of two which had systematically attacked this question for the staff as a whole.

The library participated in the work of the newly organized Community Institute of Washington by preparing book lists on the subjects of the lectures. These were regularly printed and distributed to all in attendance. This service will be continued. It is hoped that discussion groups affording still greater opportunities for library contacts may grow out of this course. It is expected that the institute will prepare and publish bulletins setting forth local educational and cultural opportunities open to adults. If the institute is unable to render such service the library should do so, given the necessary funds, as is done by such public libraries as those of Cleveland and Buffalo, where the adult educational work of the community is already well organized.

It has been announced that the George Washington University intends shortly to secure a professor of adult education. It is hoped that this will be done and that out of such an enterprise there will come adequate leadership in the organization of the adult-education field in Washington. The Public Library would welcome such a development of the movement in which, by its very nature, it is fitted to take such a large part.

The librarian has spoken on adult education before various groups and on invitation wrote an article on The Public Library as a Factor in Education, which was published in Current History for January, 1928.

**STAFF RECRUITMENT AND TRAINING**

The operation of the classification act of 1923, particularly with the amended salary schedules carried in the Welch or amendatory classification act of May 28, 1928, has been exceedingly salutary for the library service. The library is now able to secure and to hold persons well qualified by personality, education, training, and experience. There is good reason to expect that a staff unexcelled by any public library in the country, with high professional standards and outstanding equipment, especially in book knowledge, may be built up here.

It is now possible to draw upon the library schools for well-qualified graduates to fill the higher subprofessional and professional grades. Last year graduates were appointed from Columbia, Pratt, Pittsburgh, Simmons, and Atlanta library schools, together with two as readers' advisers who, though lacking formal library-school training, had master's degrees and extensive teaching experience in subjects in which the library needed specialists. The present year opens with appointments of graduates of Columbia, Drexel, Pratt, and Simmons library schools.

The members of the library staff who were recruited during the library's leaner years and who have faithfully endured the burden and heat of that less auspicious period are encouraged to measure up to the present higher educational standards and many of them are responding. Six are taking leave without pay the present summer to pursue either library or academic courses at universities. An increasing number are continuing their formal education toward degrees at George Washington or American universities and some by university correspondence courses.

Training in special library fields has also been carried on systematically within the library. The director of reference work instructed a group of younger assistants in reference books; the staff of the children's department has had intensive training in children's literature and in library service to young people, and the group of readers' advisers has met regularly to improve their equipment. The results in increased knowledge of books and in improved standards fully justify the time required for instruction and discussion, all preparation for which is done outside of library hours.

The library again cooperated with the library-science division of George Washington University in supervising the practice work of 12 students who gave six hours weekly to various library departments from November through May. Three of the class have been appointed to full-time and one to half-time positions. One from an earlier class has also been employed in a half-time position. The library also cooperated with the university in conducting, by the librarian and department heads, an advanced course in public-library administration.

In order to be familiar with the best personnel practice, the assistant librarian, who is especially in charge of library personnel matters, took a course in public personnel administration at the graduate school of the American University under Fred Telford, M. A., a recognized authority in this field. She likewise conducted three meetings of the administrative group, consisting of heads of departments, branch and subbranch librarians, and first assistants, at which per-

sonnel problems were discussed. The results were formulated and distributed as approved library practice.

Tentative standards for appointment and promotion have been worked out. (See pages 20 and 21.) These should be of assistance negatively as well as affirmatively in recruitment, since they aim to approximate the highest practicable standards.

Appeals for higher allocations have been granted in a few positions, including that of the chief librarian. Other appeals are pending, including those of the assistant librarian, the director of reference work, and the curator of the Washingtoniana division.

The library staff included 170 persons; 141 in the library service (13 of whom are half-time employees), 23 in the janitor service, and 6 bookbinders. The resignations numbered 59; 24 from the professional, subprofessional, and clerical staff; 25 from the messenger and page force; and 10 from the building force. The turnover was therefore 36 per cent for the entire staff, exclusive of bookbinders, and 17 per cent exclusive of messenger, page, and building force. (This section is largely based on the report on personnel matters by Clara W. Herbert, assistant librarian.)

#### FIVE-YEAR EXTENSION LEGISLATION PROGRAM

Last year's report contained the amended text of a proposed bill providing for a 5-year building and extension program for the free public-library system, with the reasons for the enactment of such legislation. This was a revision of House bill 16953, introduced by Representative Ernest W. Gibson late in the second session of the Sixty-ninth Congress. It was fully expected that this bill would be introduced into both Houses at the beginning of the Seventieth Congress. However, the District Commissioners did not accede to the request of the library trustees that it be included in their legislative program, and in their annual report to Congress for 1927 stated their position, as follows:

The commissioners believe that the program is generally sound, that it represents a scientific study of present and future conditions as far as they can be forecast, and that it fits in with the other programs for the development of Washington, notably those for the public schools, the parks and playgrounds, and the proposed municipal center. The question that the commissioners believe should be given consideration in this connection is that of financing the proposed library-extension program. The commissioners hope that Congress will adopt a definite financial program covering this and other municipal betterments.

Congress did not at the last session "adopt a definite financial program covering this and other municipal betterments," and consequently library extension is practically at a standstill. The library trustees, recognizing their continuing obligations in the matter, have recently adopted a resolution by which they again "urgently request the Commissioners of the District of Columbia to take up and go forward with the legislation for the 5-year extension program for the Public Library and that in furtherance of that end the library trustees offer their full cooperation."

During the past year the very wide public support previously evidenced for this legislation has been added to by a strong resolution indorsing the program adopted at the annual convention of the District of Columbia Congress of the Parent-Teacher Associations in April, 1928, and by a petition to the District Commissioners from

the people of Petworth indorsing the 5-year program and urging the establishment of a branch library in that section. This petition was signed by 2,986 adults who also represented 2,256 children or a total of 5,242 persons and was forwarded by the Petworth Woman's Club with the support of the Petworth Citizens' Association, the Petworth Home and School Association, and the Macfarland Junior High Parent-Teacher Association.

One of the most critically urgent features in the library-extension program is the need for the enlargement of the central building. To take care of the increased administrative work that will come with more branches will of course require more space. But aside from that, the present congestion of the central building is acute and must be relieved in the very near future. It is therefore greatly to be hoped that the item of \$10,000 for rent of a building or space in a building near the central library will be granted in next year's appropriations.

#### ANNUAL ESTIMATES FOR FISCAL YEAR 1930

It is appropriate to point out in any comment on library finances that the library collected during the past fiscal year as fines, fees, etc., the sum of \$19,561.66, but instead of adding this to its maintenance appropriation as in earlier years, turned it over to the collector of taxes of the District of Columbia for deposit in the Treasury, as required by the amended library law. As such collections steadily increase from year to year, they are likely to exceed \$20,000 for 1929.

The library's appropriation for the fiscal year 1929 totals \$332,935. To this must be added by a deficiency appropriation the sum of \$21,766.80 to provide for the increases in salaries under the operation of the Welch Salary Act, or an indicated total of \$354,701.80. The estimates of the library trustees for 1930 as submitted to the District Commissioners totaled \$547,230. Inasmuch, however, as they were made out on the old salary basis, they need to be increased, to carry out the Welch Salary Act, by perhaps as much as \$50,000, making a possible total of \$617,230.

The estimates for 1930 must necessarily be increased if the library is to be responsive in any satisfactory way to the demands and opportunities of the community for library service. In order to make sure that each dollar of present library expenditure is doing full duty, the Bureau of Efficiency was asked to send a representative to see if any economies in administration, in method or in the use of labor-saving devices were possible. In presenting the estimates for 1930, therefore, the library has the assurance that its procedure has been subjected to the careful scrutiny of an unbiased efficiency expert, and, with minor changes to be made as rapidly as possible, has been found satisfactory.

The estimates for 1930 as submitted to the District Commissioners were designed to strengthen the service of the existing organization, to provide library service at four more subbranches in school buildings and at one more subbranch in rented quarters, to purchase four new sites for branch libraries and provide plans and specifications for them, the sites and plans to cost \$112,000, and an item of \$10,000 for the rental of overflow quarters in the vicinity of the main library.

The Census Bureau's estimate of the population of the District of Columbia on July 1, 1926, was 528,000; on July 1, 1927, it was 540,000; and on July 1, 1928, it was 552,000. Presumably for July 1, 1929, it will be 564,000. On that basis if the entire sum of \$617,230 as above were to be appropriated for the fiscal year 1929-30 that would be but \$1.09 per capita. Excluding the items of \$112,000 for sites and plans, the total of \$505,230 for maintenance represents but 89.5 cents per capita. Compare this with the minimum of \$1 per capita set up by the American Library Association for municipal public library maintenance. Compare it with the library maintenance figures of certain other cities as shown by the latest comparative table for 1926-27, such as Cleveland, \$1.54; Boston, \$1.26; and Indianapolis, \$1.01. In that table Washington's maintenance was but 54.9 cents per capita. In the matter of maintenance provisions for its public library, Washington stood twenty-third in this list of 37 cities having over 200,000 population.

In other respects Washington makes a still poorer showing in this table. In the matter of branch library provision Washington stands next to the bottom of the list. As a result of the fact that the District is so inadequately supplied with branch libraries Washington stands thirty-first among these 37 cities in per capita book circulation. In this respect Portland, Oreg., ranks first with 7.58 volumes per capita. But that city of 340,740 population has 18 branches to Washington's 3 with a population (on July 1, 1926) of 528,000. Here the circulation was in that year but 2.66 volumes per capita. Cleveland ranked next to Portland with a book circulation of 7.2 volumes per capita. But Cleveland, though having but little more than double Washington's population, has 60 branch libraries, twenty times as many as has Washington, or ten times if subbranches are counted.

The District is still so poorly supplied with branch libraries that it is safe to say that for two-thirds of the population the Public Library has no effective existence. One can not help wondering how much longer this other two-thirds will have to wait before they, too, will be able to enjoy what has long been a commonplace in most progressive American cities.

Although the development of the Public Library has been slow and there is still a long way to go before it will be able to give to all of the people of the District the library service they need and so eagerly use wherever it is supplied, yet it is believed that the library is now on a sound basis and that it is able to give intelligent, expert, and reasonably satisfactory service at all the major agencies. The great desideratum is, therefore, to extend the present service to all sections of the District. It is greatly to be hoped that the present obstacles will soon be cleared away so that this may be accomplished without much further delay.

In closing this report covering my twenty-fourth year as public librarian here I desire to express my thanks to the library trustees for their continued confidence and support.

Respectfully submitted.

GEORGE F. BOWERMAN,  
*Librarian.*

The TRUSTEES OF THE FREE PUBLIC LIBRARY.

## APPENDIX TO LIBRARIAN'S REPORT

### LIBRARY STATISTICS—AMERICAN LIBRARY ASSOCIATION FORM

Name of library: Public Library of the District of Columbia.

Annual report for the year ended June 30, 1928.

Population served: 540,000 (Census Bureau estimate for July 1, 1927).

Terms of use: Free for lending and reference.

Total number of agencies: 212.

Consisting of: Central library, 1; branches, 3 (in their own buildings); sub-branches, 3 (1 in its own building); colleges, 3; schools, 184 (2,226 collections sent to 753 classrooms in 165 schools); stations, 8; summer camps, 8; miscellaneous, 2.

Number of days open during the year (central library): 312 (closed Saturdays 12.30 p. m., June through September; Sundays and holidays, July 1 through August 31, 1927).

Hours open each week for lending (central library): 72.

Hours open each week for reading (central library): 76 (Sundays and holidays open 2 to 6 p. m., September 1 through June 30).

Hours service per week required of staff: 40½ (38½ in summer months).

Number of staff, 164; library service, 136; janitor service, 23; bookbinders, 5.

#### BOOK STOCK

Number of volumes at beginning of year-----	307,471
Number of volumes added during year-----	27,529

By purchase-----	23,912
By gift or exchange-----	3,311
By binding-----	306

Total-----	335,000
Number of volumes lost or withdrawn-----	14,792

Total number at end of year-----	320,208
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Of this number there are in reference department-----	25,080
Number of pamphlets received-----	5,624
Number of pictures, photographs, and prints added-----	2,188
Total number of pictures, photographs, and prints-----	64,569
Other additions: Maps-----	44

Number of periodicals currently received: 581 titles; 1,162 copies; newspapers, 8.

Number of publications issued: Annual report, monthly bulletin, 1 number of reference list, and several miscellaneous.

#### USE OF COLLECTION

Number of volumes of fiction lent for home use (adult, 438,081; juvenile, 441,038)-----	879,119
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Total number of volumes lent for home use (adult, 757,223; juvenile, 821,199)-----	1,578,422
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Per cent of fiction of total volumes lent (adult, 57; juvenile, 53)-----	55
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Circulation per capita-----	2.92
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Number of pictures, photographs, and prints lent for home use-----	148,352
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Other circulation: Many clippings circulated but no record kept.

Number of persons using the library for reading and study: Large but not recorded.

## REGISTRATION

Number of borrowers registered during the year (adult, 16,595; juvenile, 8,043) -----	24, 638
Total number of registered borrowers (registration period, three years) -----	73, 692
Per cent registered borrowers of population served-----	13. 6

## FINANCE

Receipts from :	
Congressional appropriations-----	\$301, 930. 11
Invested funds-----	100. 00
Fines and sale of publications <sup>1</sup> -----	37. 60
Gifts-----	164. 78
Interest on deposits-----	28. 91
Other sources-----	578. 83
Unexpended balance from previous year-----	2, 133. 09
 Grand total-----	 <u>304, 673. 32</u>

## Payments for maintenance :

Library operating expenses-----	
Librarians' salaries-----	197, 067. 60
Books-----	32, 775. 97
Periodicals-----	2, 511. 33
Binding-----	13, 500. 00
Supplies, stationery, printing, etc-----	4, 100. 63
Furniture, equipment, etc-----	3, 704. 18
Telephone, postage, freight, express-----	2, 195. 34
 Total-----	 <u>255, 855. 05</u>

## Building maintenance expenses-----

Janitors, mechanics, wages, etc-----	23, 452. 40
Cleaning supplies and equipment-----	885. 32
Building repairs and minor alterations-----	8, 479. 00
Rent-----	2, 000. 00
Heat and light-----	8, 199. 76
Other items-----	5, 221. 34
 Total-----	 <u>48, 237. 82</u>
Total maintenance expenses-----	<u>304, 092. 87</u>

Maintenance expenditure per volume of circulation-----

\$0. 192

Maintenance expenditure per capita-----

. 5631

## REPORT OF TREASURER

July 1, 1927-June 30, 1928

## RECEIPTS, DESK FUND

Balance on hand June 30, 1927-----	\$1, 747. 35
Interest on account-----	22. 31
Refund of change funds-----	39. 00
Neighborhood House fines for June, 1927-----	3. 00
 Total-----	 <u>1, 811. 66</u>

<sup>1</sup> Nonexpendable receipts. Under amended library law receipts from fines, etc., must be turned over to the collector of taxes for deposit in the U. S. Treasury, and so are no longer revenues of the library for expenditure. (See later statement.)

## EXPENDITURES, DESK FUND

Books	\$137.09
Prints	367.88
Frames	661.00
Miscellaneous printing	17.50
Printing annual report (cost above District allotment)	36.88
File cabinet for Medici prints	180.00
Auditing accounts	20.00
Miscellaneous	27.28
Balance transferred to donation fund by vote of library trustees	364.03
Total	1,811.66

*Donation fund, including Henry Pastor memorial fund, Woman's Anthropological Society fund, and vending-machine fund*

George F. Bowerman, treasurer, in account with the Public Library:

## RECEIPTS

To balance on hand June 30, 1927	\$385.74
Interest on bank balance	6.60
Vending-machine fund	135.84
Woman's Anthropological Society fund	60.00
Henry Pastor memorial fund	40.00
G. H. Paine	14.12
Sale of magazines	24.89
Southeastern branch borrower	5.00
Balance of Theodore W. Noyes portrait fund	12.07
Balance of desk fund	364.03
Montgomery County Federation of Women's Clubs	50.00
Community Center department	46.66
Northwest Suburban Citizens' Association	24.00
Sale of Reading With a Purpose pamphlets	37.60
Woman's Club of Chevy Chase	25.00
Total	1,231.55

## EXPENDITURES

Books	63.51
Periodical subscriptions	86.70
Vending-machine supplies	94.00
Refund of deposits	6.00
Reading With a Purpose pamphlets	76.89
Sign for Tenley subbranch	24.00
To balance on hand June 30, 1928	880.45
Total	1,231.55

## AUDIT BY FINANCE COMMITTEE OF LIBRARY TRUSTEES

We, the finance committee of the board of library trustees, hereby certify that we have had the accounts of the treasurer of the board audited, so far as the same relate to the desk and the donation funds, including the Henry Pastor memorial fund, the Woman's Anthropological Society fund, and the vending-machine fund, receipts, and disbursements, and find that all the receipts have been collected and accounted for; that the disbursements are represented by canceled checks and vouchers, and that the same are correct. We also certify that the balances shown by the report of the treasurer correspond to the balances in bank.

C. J. BELL, *Chairman*,  
 JOHN B. LARNER,  
 FRANK J. COLEMAN,  
*Finance Committee*.

WASHINGTON, D. C., September 11, 1928.

This is to certify that I have audited the desk-fund and donation-fund accounts of the Public Library for the period July 1, 1927, to June 30, 1928, and find same to be correct with the reports of the treasurer of June 30, 1928.

The desk fund was closed January 12, 1928, by a check drawn for the balance of \$364.03 payable to G. F. Bowerman, treasurer, and credited to the donation-fund account.

The donation fund shows on June 30, 1928, a balance to its credit of \$880.45, which sum is on deposit in the name of the treasurer at the Washington Loan & Trust Co.

I have examined in both funds all vouchers for expenditures, checks, bank books, and reconciled the bank accounts.

Respectfully submitted.

HARRY W. GAUSS, *Auditor.*

### DESK RECEIPTS

July 1, 1927-June 30, 1928

Fines:	
Issue department (central library)	\$6,004.46
Juvenile department (central library)	1,800.70
Industrial department (central library)	879.95
Mount Pleasant branch	3,896.84
Takoma Park branch	673.62
Southeastern branch	1,241.64
Tenley subbranch	85.90
Chevy Chase subbranch	296.57
Eastern High School subbranch	202.76
Stations	70.59
Total	\$15,153.03
Duplicate collection	2,411.50
Reserves	346.87
Reissue cards	280.14
Books lost and injured	1,209.52
Catalogues sold	94.50
Nonresident fees	66.00
Parcel post	.10
Grand total	19,561.66
To collector of taxes, District of Columbia, for period July 1, 1927, to June 30, 1928	19,471.66
Change funds retained at central library and branches	90.00
Total	19,561.66

### STANDARDS FOR APPOINTMENTS AND PROMOTIONS

The improvement in library salaries makes it opportune to set up tentative standards for appointments and promotions to certain grades of the library service.

Tests, written or oral, or both, for appointment and for promotion from grade to grade may be required.

Some facility in typing is desirable for all persons entering library work.

#### JUNIOR GRADES

*Subprofessional 2. \$1,260-\$1,560.—1.* (a) Two full years of college, plus the present elementary library courses of George Washington University, or equivalent library training or experience.

(b) Two full years of college and proficiency on the typewriter. (Designed for clerical workers.)

(c) Four years of college (bachelor's degree) without library training or experience.

2. Abstract intelligence equal to or greater than that represented by a score of 135 in the Army alpha intelligence tests; ability to understand and carry out directions and willingness to follow a prescribed routine; knowledge of and liking for books; pleasing personal appearance; accuracy; speed in performing clerical and mechanical operations.

*Subprofessional 3, \$1,440-\$1,740.—1.* (a) Two full years of college, plus the present elementary library courses of George Washington University or equivalent library training or experience, plus successful completion of six months' probationary period.

(b) Two full years of college, proficiency on the typewriter, and successful completion of six months' probationary period. (Designed for clerical workers.)

(c) Four years of college (bachelor's degree) and a satisfactory record in two elementary library courses taken at George Washington University, or equivalent library training, and the successful completion of six months' probationary period.

2. Abstract intelligence equal to or greater than that represented by a score of 135 in the Army alpha intelligence tests; ability to understand and carry out directions and willingness to follow a prescribed routine; knowledge of and liking for books; pleasing personal appearance; accuracy; speed in performing clerical and mechanical operations.

*Subprofessional 4, \$1,620-\$1,920.—1.* Four full years of college (bachelor's degree), including completion of a one-year library school course or the successful completion of library courses considered equivalent by the librarian; or, in lieu of one of these, library experience sufficient in length and in excellence to satisfy the librarian, provided always that continuing intellectual and professional development are evidenced.

2. Abstract intelligence equal to or greater than that represented by 135 in the Army alpha intelligence tests; considerable knowledge of library organization, procedure, policy, aims, and service; marked liking for and knowledge of books; ability to size up situations and people and to get along well with others; pleasing personal appearance; accuracy; tact; good judgment.

*Subprofessional 5, \$1,800-\$2,100.—1.* (a) Four full years of college (bachelor's degree), plus one full year of an accredited library school.

(b) Four full years of college (bachelor's degree), plus experience or training in a special field (e. g., teaching or engineering).

(c) One full year in an accredited library school and library experience sufficient in length and of such outstanding character as to satisfy the librarian, accompanied by evidence of marked cultural and professional advancement.

2. Abstract intelligence equal to or greater than that represented by 135 in the Army alpha intelligence tests; considerable knowledge of library organization, procedure, policy, aims, and service; marked liking for and knowledge of books; ability to size up situations and people and to get along well with others; pleasing personal appearance; accuracy; tact; good judgment.

#### SENIOR GRADES

*Professional and scientific 1, \$2,000-\$2,500.—1.* (a) Four full years of college (bachelor's degree), with major work in subject required for specific position; graduation from an accredited library school; extensive bibliographical or technical knowledge of subject required for specific position; plus library experience sufficient in length and of such outstanding character as to satisfy the librarian. (Effective July 1, 1928.)

(b) Master's degree and sufficient experience or training to qualify as a specialist in some specific field (e. g., teaching or engineering).

2. Abstract Intelligence equal to or greater than that represented by a score of 135 in the Army alpha intelligence tests; considerable knowledge of library organization, procedure, policy, aims, and service; marked liking for and knowledge of books; ability to size up situations and people and to get along well with others; pleasing personal appearance; accuracy; tact; good judgment.



